



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 801.0

Job Title: **ASSISTANT PROJECT MANAGER**

Pay Grade: 20

GENERAL SUMMARY:

Oversees and coordinates personnel in evaluating, planning and administration of various construction contracts and projects within prescribed budgetary and time constraints.

RESPONSIBILITIES:

- Directs and coordinates the work activities by construction management, technical professionals, consultants and other outside agencies to resolve problems and expedite project completion.
- Assists in developing contractual budgetary controls.
- Interprets contracts and construction documents.
- Conducts inspections to ensure adherence to contract specifications and requirements.
- Verifies and processes progress payments and negotiates cost of changes to contracts.
- Expedites responses to submittals from construction personnel.
- Monitors documentation and processing of information affecting required change orders.
- Prepares and maintains various reports and records.
- Conducts constructability reviews of plans and specifications.
- Prepares and evaluates policies and procedures.
- Attends various conferences and meetings.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Civil Engineering, Business Administration, Physical Sciences or a closely related field. Considerable knowledge of the construction industry is required.

EXPERIENCE:

Two years of experience in construction, construction inspection, design, geotechnical, environmental or in a closely related field are required.

Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

There are occasional discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve occasional exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant Project Manager
Project Manager
Senior Project Manager

Effective: October 1990

Revised: June 1994